

2. Project Duration (and Cost)

2.1 Project Duration

2.2 Project Cost (if necessary)

3. Project Members and Assignments

4. Goals

5. Objectives

6. Planning Intent (If necessary)

7. Technical Goals (If necessary)

8. Technical Issues and Risks (If necessary)

9. Patent Target

10. Criteria for Evaluation (If necessary)

11. Major Deliverables

12. Milestones

END OF FORM

550

FIG. 5C



RICOH Corporation

**Office Solutions and Systems
Development Group**

Division: SUPPORT

Doc. Ctrl No.: Q6-DJXX-01

Form Number: Q6-F001-04
Rev Number: 1.3**Project Initiation Form****Project Number: JXX****Project Name:**

Group	Name	Signature	Date
Initiator			
Project Leader			
Division Head			
SRDG Head			

Form Revision History (Please Delete when using this form)

Revision Number	Date	Description of Changes (Must include reasons for the change, page number and section number)
0.1	24Aug98	Original Draft
0.2	13Oct98	Change the Title of the form by adding Research in front of Project
0.3	14Oct98	Change the Title and made the form generic
0.4	7Apr99	Added "Risk" in the 8.1 subtitle
1.0	3Aug99	corrected spelling and title changed. changed reviewer. "A. Division Head" --> "Division Head"
1.1	19Aug99	"From" --> "Form"
1.2	23Aug99	Added "Project Number"
1.3	2Nov00	SRDG --> Office Solutions and System Development Group (OSDG) and TSS --> SUPPORT

Originator:

Review:

Approval:

Title: Director

Title: Software Engineer

Title: Division Head

1. Project**1.1 Description of Project**550**1.2 Project Type**

FIG. 5B

J06 Project

Project Documents and Records

Documents Number	Title and Description
	<u>602</u>
Q6-DJ06-vy	Project Documents
Q6-RJ06-II-zzz	Inspection Results
Q6-RJ06-MM-zzz	Meeting Records
Q6-DJ06-CC-zzz	Changes proposed, Decisions, etc.
Q6-RJ06-EE-zzz	Error Tracking
Q6-RJ06-vy	Other Records

Current Risks

Project Schedule ~ 608

Dates

5 Jan 2001

15 Jan 2001

17 Feb 2001

23 Mar 2001

Milestones

Design Freeze

Status Report

Status Report

Closing Meeting and Demo

Requirements ~ 606

Zipped Project Source Code ~ 604

Current Task List ~ 610

Avery Fong

Tetsuro Motoyama

600

MEMBER WEBSITE ~ 612

INDIVIDUAL 1

INDIVIDUAL 2

FIG. 6

Index of Project Documents

Document ID	Title	Rev	Date	Status (Withdrawn, Active, Draft)	Approval
Q6-DJ06-17	Analysis of Software Development	1.0	2Feb01	Active	Approved
Q6-DJ06-16	Project Review: Problems/Difficulties and Successes	1.0	31Jan01	Active	Approved
Q6-DJ06-15	Implementation and Unit Test Plan	1.0	12Dec00	Active	Approved
Q6-DJ06-14	Status Report on 7 December 2000	1.0	7Dec00	Active	Approved
Q6-DJ06-13	Design Review Request	1.0	29 Nov00	Active	Approved
Q6-DJ06-12	Status Report on 6 November 2000	1.0	6 Nov00	Active	Approved
Q6-DJ06-11	Integration Test Plan for J06 Project	0.1	26Oct00	Active	Approved
Q6-DJ06-10	J06 Software Specification	1.10	25Jan01	Active	Approved
Q6-DJ06-09	Requirement Matrix for J06 Project	1.3	31Jan01	Active	Approved
Q6-DJ06-08	J06 Project Plan	1.4	14Dec00	Active	Accepted
Q6-DJ06-07	Requirements for J06 Project	1.2	4Dec00	Active	Approved
Q6-DJ06-06	Organization and Use of the Project Directory for J06	1.1	20Oct00	Active	Approved
Q6-DJ06-05	Implementation and Unit Test Plan Guideline for J06	1.0	12Oct00	Active	Approved
Q6-DJ06-04	Code Conventions and Visual C++	1.1	15Dec00	Active	Approved
Q6-DJ06-03	Procedure for Source Code Control for J06	1.1	19Oct00	Active	Approved
Q6-DJ06-02	Design Document Guideline for J06	1.0	10Oct00	Active	Approved
Q6-DJ06-01	Project Initiation Form	1.0	6Oct00	Active	Approved

To Archived Documents

700

FIG. 7A

Official Project Document Index

~752 ~754 ~756 ~758 ~760 ~762

Ref. Num	Title	Rev. Num	Effective Date	Inspection	Status
<u>Q6-DJ06-03</u>	<u>Software Specification of Monitoring System</u>	1.7	1 Jan 01	<u>Q6-RJ06-II-125</u>	<u>Pending</u>

Web Technology

Project Database

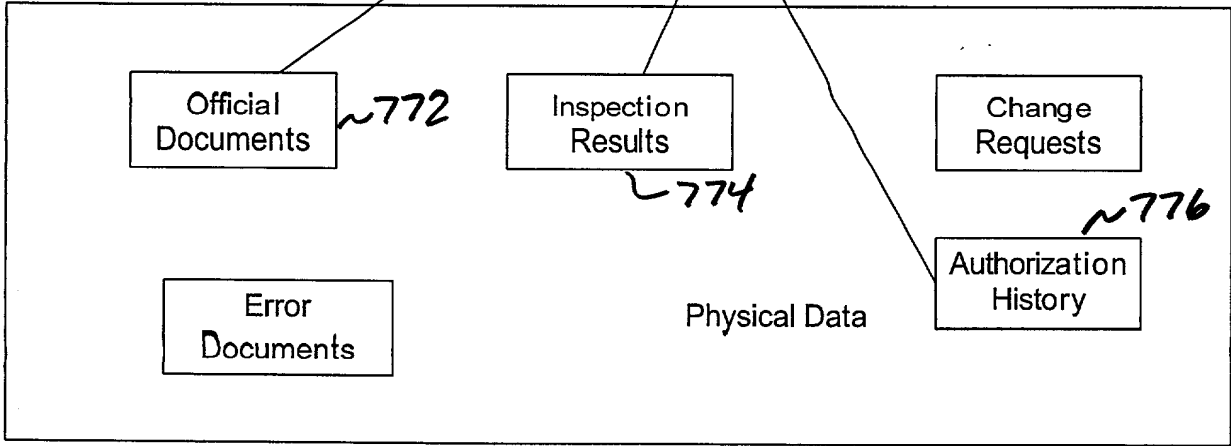


Fig. 7B

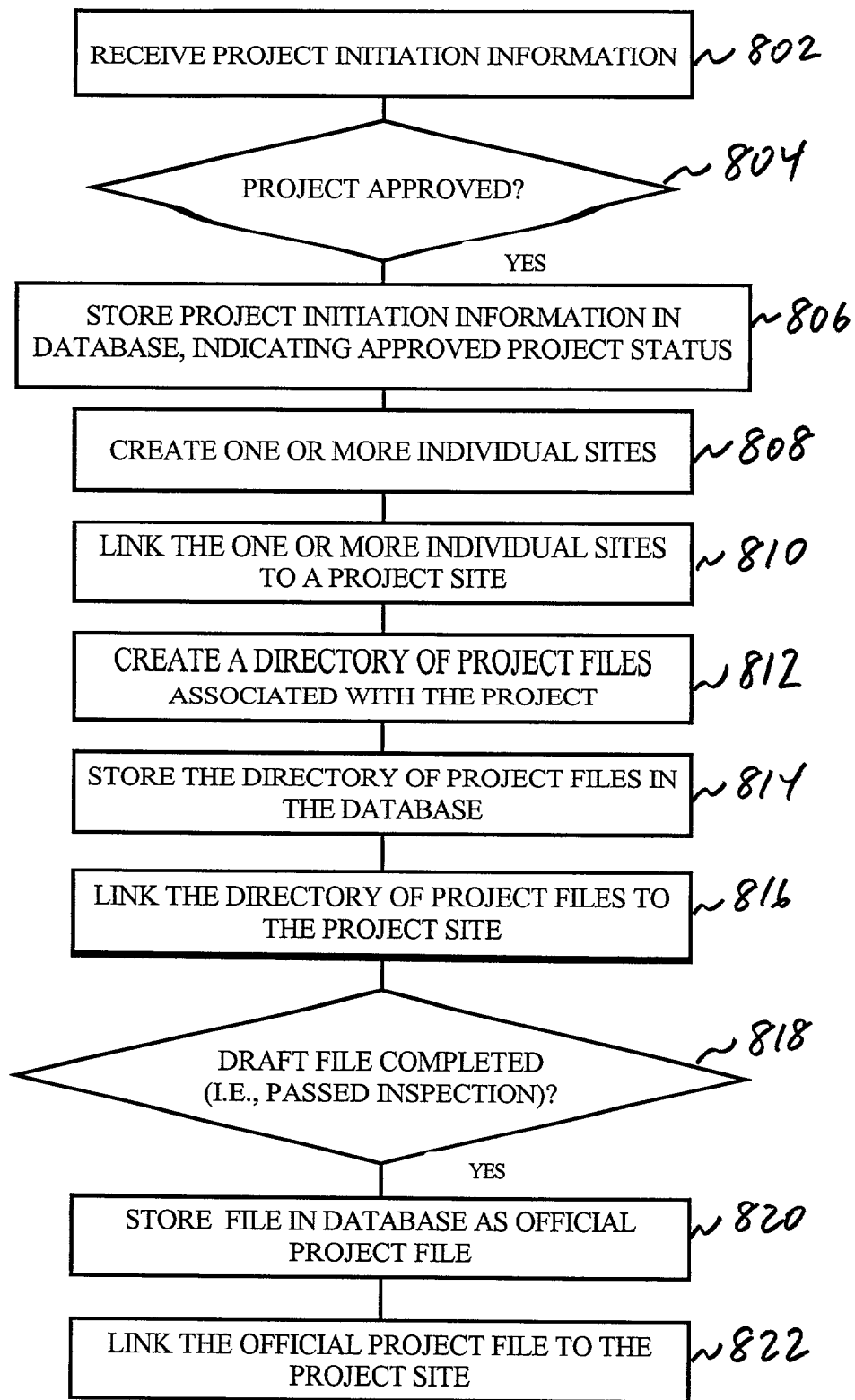


Fig. 8

Downloaded from www.scribd.com

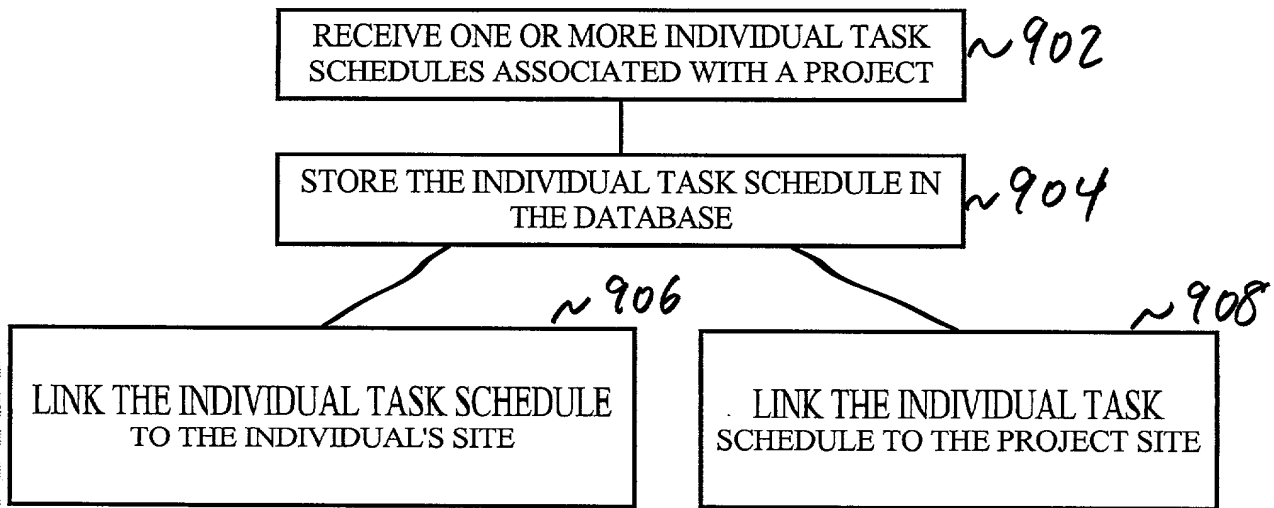


Fig. 9

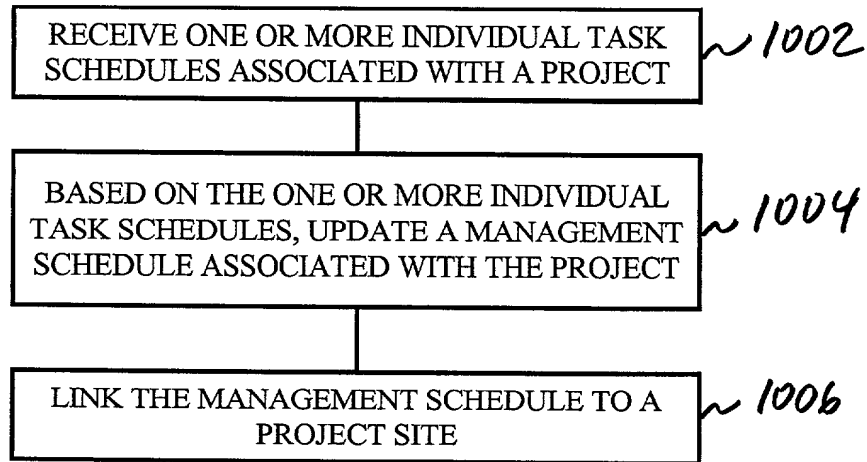


Fig. 10

Project Schedule

Task List

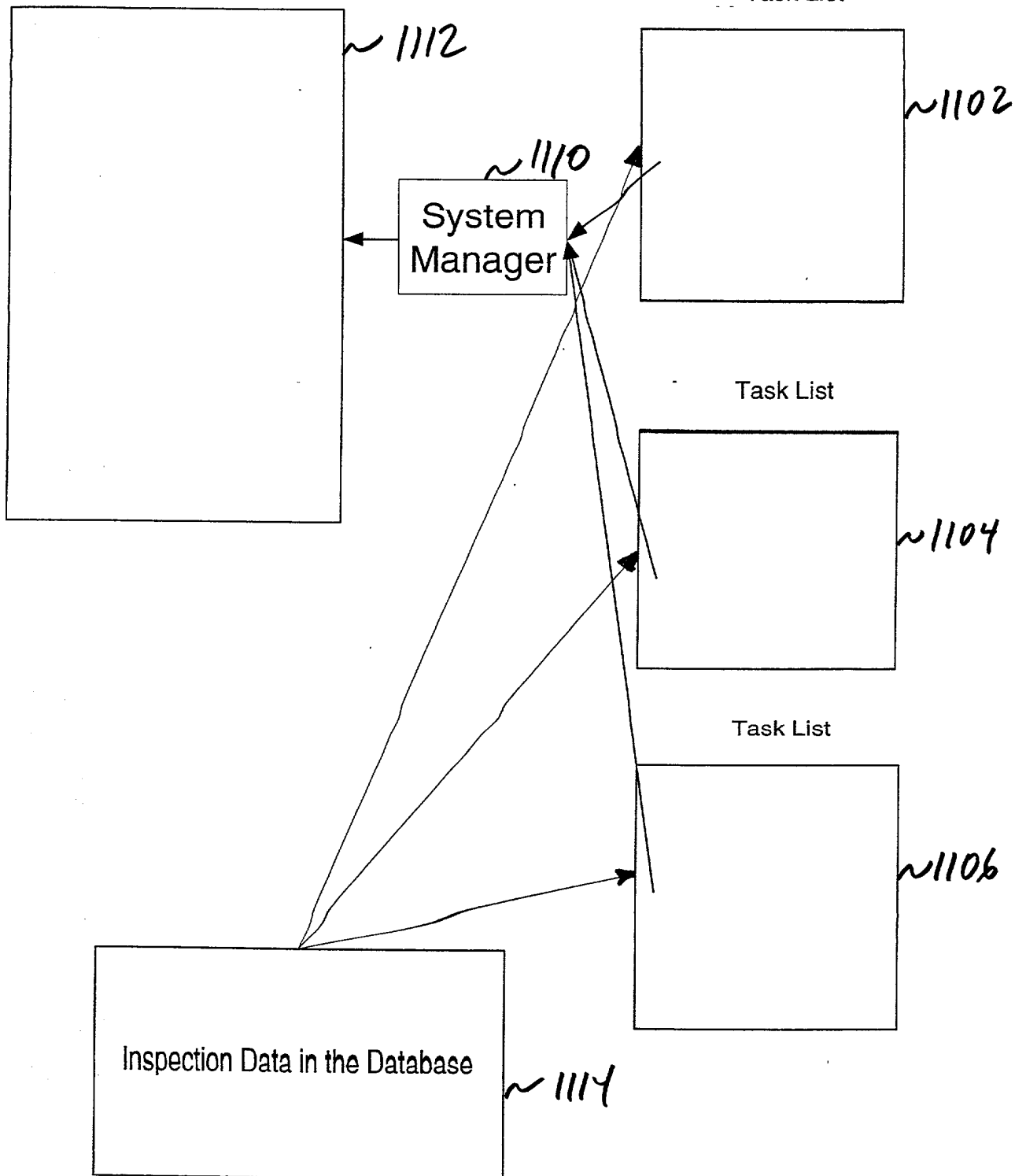


Figure 11

0963100.051667

Publication	27sep00	10oct00	10oct00	10oct00	10oct00
Coding Convention	29sep00	29sep00	11oct00	29sep00	11oct00
Draft	29sep00	29sep00	2oct00	29sep00	29sep00
Review/Inspection	29sep00	2oct00	11oct00	4oct00	11oct00
Publication	29sep00	11oct00	11oct00	11oct00	11oct00
Implementation Plan and Unit Test Guideline	29sep00	2oct00	12oct00	3oct00	12oct00
Draft	29sep00	2oct00	4oct00	3oct00	4oct00
Review/Inspection	29sep00	5oct00	12oct00	5oct00	12oct00
Publication/Meeting	29sep00	12oct00	12oct00	12oct00	12oct00
Project Plan	21sep00	25sep00	7oct00	25sep00	17oct00
Draft	21sep00	25sep00	29sep00	25sep00	29sep00
Review/Inspection	21sep00	2oct00	13oct00	2oct00	17oct00
Publication	21sep00	13oct00	13oct00	17oct00	17oct00

2. Design

Tasks	Identified Date	Planned Start	Planned End	Actual Start	Actual End
Project Architecture	2oct00	2oct00	31oct00	4oct00	19oct00
Draft	2oct00	2oct00	20oct00	4oct00	17oct00
Review/Inspection	2oct00 19oct00	23oct00	31oct00 19oct00	18oct00	19oct00
Publication/Meeting	2oct00 19oct00	31oct00 19oct00	31oct00 19oct00	19oct00	19oct00
Project Plan Revision	2oct00 19oct00	31oct00 20oct00	2nov00 24oct00	19oct00	23oct00
Draft	2oct00 19oct00	31oct00 20oct00	1nov00 23oct00	19oct00	20oct00
Review/Inspection	2oct00 19oct00	1nov00 23oct00	2nov00 24oct00	23oct00	23oct00
Publication	2oct00 19oct00	2nov00 24oct00	2nov00 24oct00	23oct00	23oct00
Package Design	19oct00	20oct00	15nov00	20oct00	1nov00
Sender Service		1202		1204	
Draft	20oct00	20oct00	23oct00	20oct00	23oct00
Review	20oct00	24oct00	26oct00	24oct00	26oct00
Receiver Service					
Draft	20oct00	20oct00	23oct00	20oct00	23oct00
Review	20oct00	24oct00	26oct00	24oct00	26oct00

FIG. 12

RICOH Corporation

**Office Solutions and Systems
Development Group**

Division: SUPPORT

Record Ctrl No.: Q6-RJ06-11-090

Form Number: Q6-F010-01
Rev Number 1.3

Project Number: J06

Inspection Form

Meeting Date: 26 Oct 2000 Time: 9:06 - 9:09

Project: J06 Release: _____

Document: SENDER SERVICE Moderator: AF

Time Spent for Preparation AF 1 / 60

Meeting Type: Inspection (I)

Inspection Type: Document (Doc)

Result: Accept (A)

Defect Type:
DA = Data, DC = Documentation, FN = Functionality, IF = Interface, LO = Logic, I/O = Input/Output, HF = Human Factors, MN = Maintainability, PF = Performance, SN = syntax, ST = Standards, OT = Other

Defect Class: M = Missing, W = Wrong, E = Extra (need to be removed), U = Unclear

Defect Severity: J = Major, N = Minor

Defect

[illegible]

FIG. 13

Task		Planned Start Date	Planned End Date	Estimated Deviation (Uncertainty)	Actual Completion Dates
Design Document Guidelines for J06		28Sep00	13Oct00	0	10Oct00
Code Convention for J06		29Sep00	13Oct00	0	11Oct00
Implementation and Unit Test plan guideline for J06		2Oct00	13Oct00	0	12Oct00
Source Code Control Procedure for J06		2Oct00	13Oct00	0	11Oct00
Project Requirements		2Oct00	16Oct00	0	16Oct00
Requirements Matrix		17Oct00	19Oct00	1	18Oct00
J06 Project Plan		27Sep00	17Oct00	0	17Oct00
Integration Test Plan		21Sep00	31Oct00	1	26Oct00
Design Document -General Architecture		2Oct00	31Oct00	1	19Oct00
Revise J06Project Plan schedule		31Oct00 20Oct00	2Nov00 25Oct00	1	23Oct00
Design Documentation - Package and Class Design		1Nov00 20Oct00	22Nov00 15Nov00	2	2Nov00
TM	Sender Service	20Oct00	26Oct00	1	26Oct00
	Receiver Service	20Oct00	26Oct00	1	26Oct00
	ODBC Interface in Monitor_Send	24Oct00	31Oct00	1	27Oct00
	ODBC Interface in Receive_Store	27Oct00	1Nov00	1	27Oct00
	Database in Monitor_Send	31Oct00	7Nov00	2	30Oct00
	Database in Receive_Store	31Oct00	7Nov00	2	30Oct00
	Device Information	3Nov00	10Nov00	2	31Oct00
	Parser	8Nov00	15Nov00	2	1Nov00
AF	Device Monitor	23Oct00	27Oct00	1	27Oct00
	Data Transfer	25Oct00	1Nov00	1	30Oct00
	Data Retriever	30Oct00	7Nov00	2	1Nov00
	POP3 Processor	3Nov00	10Nov00	2	2Nov00
	Receiver Manager	8Nov00	15Nov00	2	2Nov00
Revise J06 Project Plan schedule		22Nov00	28Nov00	1	3Nov00
Design Documentation - Class Specification		27Nov00 3Nov00	5Jan01 14Dec00	4	29Nov00

1402

1404

1406

1400

FIG. 14

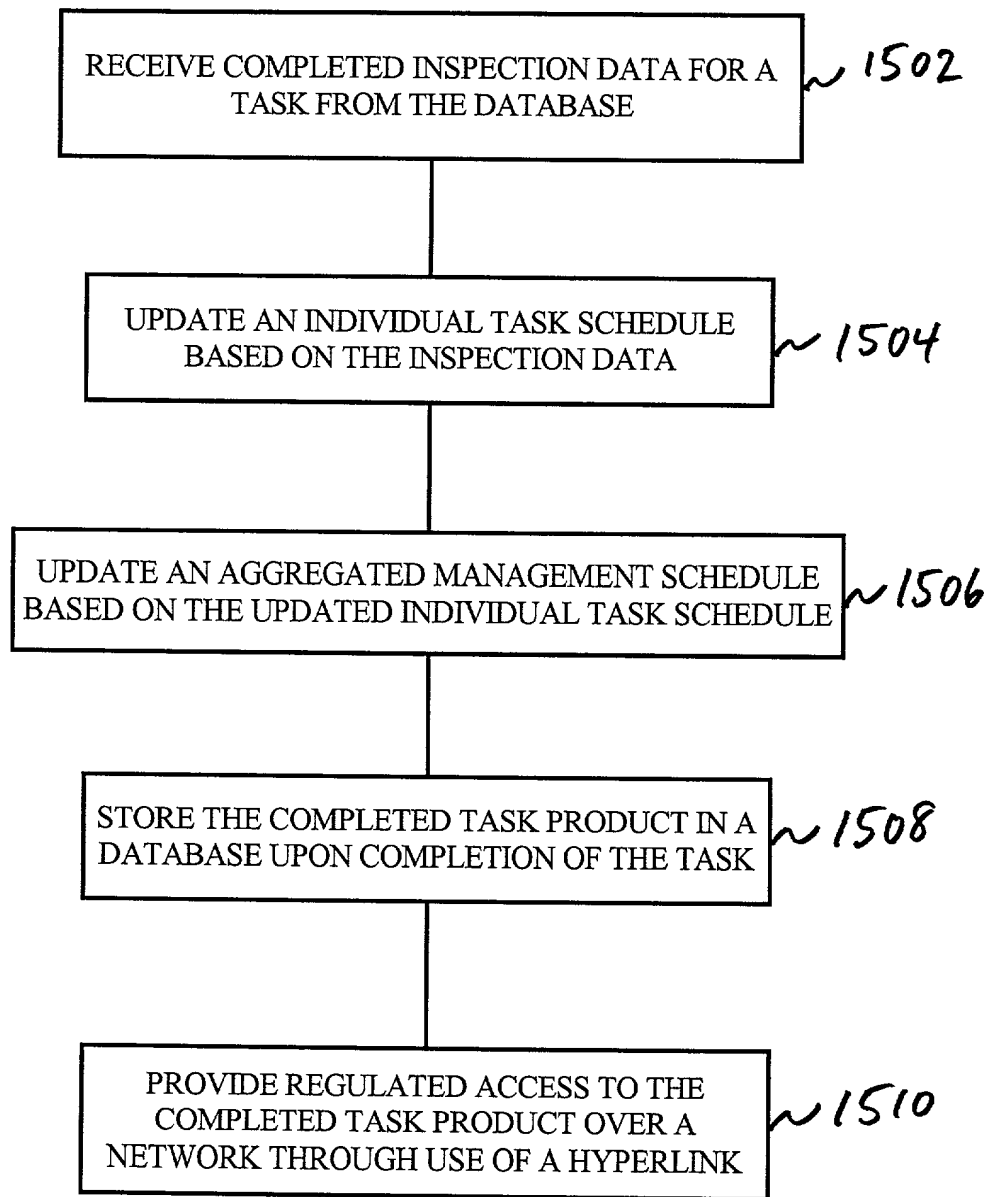


Fig. 15